

Leave Restoration

This is supplemental guidance to the [November 3, 2015 NASA Shared Services Center Annual Leave Forfeiture Notice - Including Information about Donating Leave to the Voluntary Leave Transfer and Voluntary Leave Bank Programs](#).

The Officials-in-Charge (OIC) may request restoration of leave for employees whose previously approved “Use or Lose” annual leave is later disapproved by sending a memorandum addressed to the Director, Headquarters Human Resources Management Division. The memorandum must include:

- The OIC approval of the exigency resulting in the disapproval of previously approved annual leave
- Employees name and a justification for the exigency and the number of hours disapproved
- A copy of the WebTADS leave record which indicates the annual leave was submitted, approved and denied by the supervisor

The memorandum requesting leave restoration must be consolidated for all directorate/office employees and submitted by the Administrative POC to Angela McDonald no later than December 11, 2015. For guidance concerning leave restoration or WebTADS, please contact Angela McDonald at 202-358-0485 or angela.mcdonald-1@nasa.gov. General questions concerning the Leave Program may be referred to Rhonda Taylor at 202-358-0444 or Rhonda.I.taylor@nasa.gov.